

**TRAINING PROGRAM OF INSTRUCTION
(TPI)**

FOR

AFIS-VIM

VISUAL INFORMATION MANAGEMENT COURSE

Approved by:

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Director of Training
American Forces Information Service

Approval Date:

VISUAL INFORMATION MANAGEMENT

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): AFIS-VIM

TITLE: Visual Information Management Course

TRAINING LOCATION: Defense Information School, Ft. George G. Meade, Maryland

SPECIALTY AWARDED: None

PURPOSE: This course provides professional development in the knowledge and skills needed to perform the duties of visual information management.

COURSE DESCRIPTION: The Visual Information Management Course provides in-depth training in the duties required to manage a visual information activity. Students apply pertinent DoD Directives and related Service regulations during seminars and practical exercises to the management of a VI activity. Subjects covered are: ethics; safety issues; functions of a VI activity; procedures for producing VI productions; records management; personnel issues; the budgeting process; equipment/supply management; contracting for services; customer relations; deploying VI assets; and an overview of the visual information process within the Department of Defense and its component Services, as well as the future of VI.

PREREQUISITES: DoD military and civilian personnel in the VI/PA/Communication career fields.

SERVICE	ENLISTED	WARRANT OFFICER	OFFICER	CIVILIAN
USAF	E5-E8 3VXXX		O1-O3 33XX	GS07-GS11
USN	E5-E8 PH, JO, IS, DM, LI	W2	O1-O3 163X, 165X, 647X, 747X	GS07-GS11
USA	E7-E9 (CMF25)		O2-O4	GS07-GS13
USMC	E7-E9 46XX	W1-W2 46XX		

SECURITY CLEARANCE: None

CLASS SIZE:

MAXIMUM:

12

MINIMUM:	6
ANNUAL COURSE CAPACITY:	120
COURSE LENGTH:	10 TRAINING DAYS
ACADEMIC HOURS:	75
ADMINISTRATIVE HOURS:	5
TOTAL COURSE HOURS:	80
INSTRUCTOR CONTACT HOURS:	99
TYPE/METHOD OF INSTRUCTION:	HOURS:
ADMINISTRATIVE (AD):	5
CONFERENCE LECTURE (CL):	41.75
DEMONSTRATION (D):	2
GUEST LECTURER (GL):	10
INDEPENDENT RESEARCH (IR):	8
PERFORMANCE EXERCISE (PE):	6
TELEVISION (TV):	3.25
WRITTEN EXAMINATION (EW):	4

TRAINING START DATE: 29 January 1996

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: American Forces Information Service, Training Directorate, (AFIS/TD): (703) 428-0707; DSN 328-0707

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

Overview of the VI Process Within the Department of Defense

TPFN: AFIS-VIM-001-001-

TPFN HOURS AND TYPE: 9.75 CL; .25 TV

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASK(S):

- 001 List the functions a VI Manager must perform.
- 002 Identify and discuss the role of VI within DoD.
- 003 Explain the VI organizational chart for DoD and each specific Service.
- 004 Identify regulations, directives, and instructions concerning VI within DoD and each specific Service.
- 005 Discuss how VI interfaces with Command, Control, Communications, and Computers (C4).
- 006 Discuss the future of VI.

SUMMARY OF INSTRUCTION: The students participate in discussions concerning the visual information process within the Department of Defense. Areas covered include: the functions a VI manager performs; the role of VI within DoD; VI organization within DoD and its components; the regulations and policies affecting VI within DoD; and the future of Visual Information, both in and out of government. The instruction includes how electronic imaging has changed the role of Visual Information and its ability to support C4. The organization charts for VI within DoD and each specific Service are reviewed. The students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 7 out of 9 questions in Section 1 of Functional Area Exam I (AFIS-VIM-001-007-).

REFERENCES:

OMB Circular A-130, *Management of Federal Information Resources*

DoD Directive 5040.2, *Visual Information*

DoD Directive 5040.3, *DoD Joint Visual Information Services*

DoD Directive 5122.10, *American Forces Information Service*

DoD Directive 5040.4, *Joint Combat Camera Operations*

Army Regulation (AR) 25-1, *The Army Information Resources Management Program*

Department of the Army Pamphlet 25-91, *Visual Information Procedures*

Marine Corps Order (MCO) P5290.1, *Marine Corps Training and Audiovisual Support Manual*

OPNAVINST 5290.1A, *Naval Imaging Program (NAVIMP) Policy and Responsibilities*

Air Force Instruction (AFI) 33-117, *Visual Information Management*

Video for 001-001-002: PIN 710545 “Army Combat Camera: A Commander’s Tool”

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, TV)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

Deployment of VI Assets

TPFN: AFIS-VIM-001-002-

TPFN HOURS AND TYPE: 2 CL;1 TV;1 D

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: AFIS-VIM-001-001-

TASK(S):

- 001 Explain the role and mission of Combat Camera.
- 002 Explain VI Center support for contingencies.
- 003 Discuss joint operations.
- 004 Explain the mission of the Joint Combat Camera Center.
- 005 Describe procedures for transmitting images to the Joint Combat Camera Center.

SUMMARY OF INSTRUCTION: The students receive information about deployment of VI assets to include the mission of Combat Camera and the VI center's role in contingency support. The environment of joint operations is discussed, enabling the students to become familiar with real-world possibilities. The students also explore the mission of the Joint Combat Camera Center to include demonstration of its web site. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 5 out of 7 questions in Section 2 of Functional Area Exam I (AFIS-VIM-001-007-).

REFERENCES:

DoD Directive 5040.4, *Joint Combat Camera Operations*

Video for 001-002-001: "History of Combat Camera"

Joint Combat Camera Web Site: <http://dodimagery.afis.osd.mil>

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, TV, D)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

Public Law and the VI Center

TPFN: AFIS-VIM-001-003-

TPFN HOURS AND TYPE: 4.5 CL; 1 TV; .5 D

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: AFIS-VIM-001-001- through AFIS-VIM-001-002-

TASK(S):

- 001 Express the importance of imagery accessioning.
- 002 Describe the procedures for submitting imagery to the Defense VI Center.
- 003 Explain copyright laws.
- 004 Explain and discuss DoD policy on image enhancement/alteration.
- 005 Explain policy on release of imagery.
- 006 Discuss the importance of a safety program and identify OSHA requirements.
- 007 Identify VI responsibility to environmental protection (including HAZMAT, precious metals, and chemical waste programs).

SUMMARY OF INSTRUCTION: The students receive information concerning Public Law and its effect on the operation of a visual information center. Areas covered include: image accessioning, copyright laws, image enhancement/alteration, release of imagery, safety, and environmental concerns. Federal and Defense agencies that provide assistance in complying with public policy are reviewed. The mission of the Defense Visual Information Center is reviewed, along with a demonstration of its web site. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 10 out of 13 questions in Section 3 of Functional Area Exam I (AFIS-VIM-001-007-).

REFERENCES:

US Copyright Act of 1976

Public Law 754, Title 5, Federal Records Act of 1950

OMB Circular A-130, *Management of Federal Information Resources*

DoD Directive 5040.2, *Visual Information*

DoD Directive 5040.3, *DoD Joint Visual Information Services*

DoD Directive 5040.5, *Alterations of Official DoD Imagery*

DoD Directive 5230.9, *Clearance of DoD Information for Public Release*

DoD Instruction 6050.5, *DoD Hazard Communication Program*

DoD Instruction 6050.1, *DoD Occupational Safety and Health Program*

Video for 001-003-001: PIN 504598 "For the Record: Saving the Present for the Future"

Video for 001-003-002: PIN 609373 "Time Recorded in Images"

Video for 001-003-003: PIN 806267 “Copyright Infringement”
Defense VI Center Web Site: <http://dodimagery.afis.osd.mil>

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, TV, D)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

Functions of a VI Center

TPFN: AFIS-VIM-001-004-

TPFN HOURS AND TYPE: 4 CL

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: All previous TPFNs

TASK(S): Identify and discuss the function of:

- 001 Photography in a VI Center.
- 002 Graphics in a VI Center.
- 003 Video in a VI Center.
- 004 Electronic Imaging in a VI Center.
- 005 Video Teleconferencing in a VI Center.
- 006 AV Library in a VI Center.
- 007 Cable TV in a VI Center.
- 008 Maintenance in a VI Center.

SUMMARY OF INSTRUCTION: The students receive information and participate in discussions concerning the functions found in a visual information center. Each functional area is reviewed enabling the students to understand its operation, even with no prior experience. When completed, the students should be able to answer rudimentary customer questions. The students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 6 out of 8 questions in Section 4 of Functional Area Exam I (AFIS-VIM-001-007-).

REFERENCES:

DoD Directive 5040.2, *Visual Information*

AR 25-1, *The Army Information Resources Management Program*

DA PAM 25-91, *Visual Information Procedures*

MCO P5290.1, *Marine Corps Training and Audiovisual Support Manual*

OPNAVINST 5290.1A, *Naval Imaging Program (NAVIMP) Policy and Responsibility*

AFI 33-117, *Visual Information Management*

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

VI Productions

TPFN: AFIS-VIM-001-005-

TPFN HOURS AND TYPE: 1.25 CL; .25 TV; .5 D

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):

- 001 Identify the VI production types (categories).
- 002 Recognize DD Form 1995 - *Visual Information (VI) Production Request and Report*, and identify procedures to complete it.
- 003 Explain the mission of the Joint VI Activity in Tobyhanna.
- 004 Define the Defense Automated Visual Information System (DAVIS) and identify procedures for its use.

SUMMARY OF INSTRUCTION: The students receive information concerning visual information productions and their life cycles. Along with identification of production categories (and the differences between them), the students will identify procedures for completion of DD Form 1995. The role of the Joint VI Activity is explained and discussed, and the DAVIS web site is demonstrated. Upon completion, the students should be able to identify the importance of VI productions in the training and information processes and provide their customers with this service. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 4 out of 6 questions in Section 5 of Functional Area Exam I (AFIS-VIM-001-007-).

REFERENCES:

DoD Directive 5040.2, *Visual Information*

Video for 001-005-003: "The Joint VI Service Distribution Activity"

AFIS-Defense Visual Information web site: <http://dodimagery.afis.osd.mil/dvi/Top/davis/>

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, TV, D)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

The Importance of Customer Relations

TPFN: AFIS-VIM-001-006-

TPFN HOURS AND TYPE: 3 CL; .5 TV

TPFN TOTAL HOURS: 3.5

PREREQUISITE TPFN: None

TASK(S):

- 001 Describe identification and education of requester/customer base.
- 002 Discuss the importance of maintaining production control.
- 003 Examine the VI manager's role in marketing the VI center.
- 004 Explain alternative sources and their importance.
- 005 Discuss how VI interacts with local staff functions/agencies.

SUMMARY OF INSTRUCTION: The students participate in discussions concerning the importance of customer relations in the operation of a VI center. After identifying who the actual and the potential customers are, emphasis is then placed on how these customers can be educated to make the visual information process an easy one to use. The role of production control in the customer relation process is described. Students will understand the importance of marketing VI services and the manager's role in that process. Alternative sources are explored, along with VI interaction with local staff functions/agencies such as Logistics, Protocol, and Public Affairs. This knowledge gives the student an in-depth look at the overall role of customer relations. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 5 out of 7 questions in Section 6 of Functional Area Exam I (AFIS-VIM-001-007-).

REFERENCES:

USAFE Customer Care University Curriculum

Navy Photographer's Mate Training Series Module 5 (Photographic Management)

Video for 001-006-001: PIN 504317 "A Gift from Mrs. Timm"

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, TV)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - THE VISUAL INFORMATION PROCESS

UNIT TITLE:

Functional Area Exam I and Critique

TPFN: AFIS-VIM-001-007-

TPFN HOURS AND TYPE: 2 EW

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: AFIS-VIM-001-001- through AFIS-VIM-001-006-

TASK: 001 Complete Functional Area Exam I and Critique.

SUMMARY OF INSTRUCTION: Students will complete and critique a written test covering tasks from TPFN AFIS-VIM-001-001- through AFIS-VIM-001-006-. The students must attain an overall minimum score of 70 percent on the written test in addition to achieving the standard as established for each instructional unit section of the exam.

REFERENCES:

See TPFN AFIS-VIM-001-001- through AFIS-VIM-001-006-

INSTRUCTOR/STUDENT RATIO: 1:12 (EW)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 - VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE:

Information Management in the VI Center

TPFN: AFIS-VIM-002-001-

TPFN HOURS AND TYPE: 2.75 CL

TPFN TOTAL HOURS: 2.75

PREREQUISITE TPFN: None

TASK(S):

- 001 Describe contents and use of a VI manager's guidebook.
- 002 Identify the name of the Service manual for preparing correspondence.
- 003 Describe procedures for a lessons learned report.
- 004 Examine the use of the Internet in a VI Center.

SUMMARY OF INSTRUCTION: The students receive instruction on the importance of a VI manager's guidebook and identify its contents. The students will identify the name of the manual for preparation of correspondence for their particular Service. The instructor presents procedures for completing a Lessons Learned report and the class discusses its purpose and circumstances of use. Students will participate in a discussion on the importance and use of the Internet in a VI center, to include web page construction and acceptable use policy. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 4 out of 6 questions in Section 1 of Functional Area Exam II (AFIS-VIM-002-006-).

REFERENCES:

DoD Directive 5040.2, *Visual Information*

AR 25-50, *Preparing and Managing Correspondence*

SECNAVINST 5216.5C, *Naval Correspondence Manual*

Air Force Handout 37-137, *Tongue and Quill*

AR 700-127 Appendix H, *Lesson Learned Writing Guide*

Deputy Secretary of Defense Memorandum, "Information Vulnerability and the World Wide Web,"
24 Sep 98

Defense Link Web site: <http://www.defenselink.mil>

Army Web site: <http://www.army.mil>

Marine Corps Web site: <http://www.usmc.mil>

Navy Web site: <http://www.navy.mil>

Air Force Web site: <http://www.af.mil>

AFIS Web site: <http://www.defenselink.mil/afis>

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 -VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE:

Personnel Management in the VI Center

TPFN: AFIS-VIM-002-002-

TPFN HOURS AND TYPE: 6 CL; 2 GL

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001 Discuss civilian personnel issues.
002 Discuss military personnel issues.
003 Identify VI training availability.

SUMMARY OF INSTRUCTION: The students participate in discussions concerning the similarities and differences of civilian and military personnel issues. Issues of concern to the students are identified and explored. Initially working in separate groups (military/civilian), the class then comes together to facilitate a greater understanding of the two personnel systems. The students receive instruction on training available to VI personnel, to include a demonstration of the DINFOS catalog and an in-depth tour of each of the applicable VI courses taught at DINFOS. Other training sources and the means to obtain funding are also discussed. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 5 out of 8 questions in Section 2 of Functional Area Exam II (AFIS-VIM-002-006-).

REFERENCES:

DoD Manual 1400.25M, *Department of Defense Civilian Personnel Manual*
DoD Instruction 1422.1, *Hours of Duty*
DoD Directive 1426.1, *Labor Management Relations in DoD*
DoD Directive 1430.2, *Civilian Career Management*
DoD Directive 1430.4, *Civilian Employee Training*
DoD Manual 1348.33, *Manual of Military Decorations and Awards*
AR 600-200, *Enlisted Personnel Management System*
AR 672-51, *Military Awards*
AR 623-205, *Enlisted Evaluation Reporting System*
MCO P1620.7E, *Performance Evaluation System*

NAVPERS 155560, *Naval Military Personnel Manual*
BUPERSINST 1616.9, *Naval Enlisted Personnel Evaluations*
AFI 36-2403, *The Enlisted Evaluation System*
DINFOS web site: <http://www.dinfos.osd.mil>

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 - VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE:

The Budget Process

TPFN: AFIS-VIM-002-003-

TPFN HOURS AND TYPE: 5 CL; 2 PE

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S):

- 001 Define the Planning, Programming, and Budgeting System (PPBS) cycle.
- 002 Explain the process for gathering information to prepare budget inputs.
- 003 Identify alternate funding sources.
- 004 Discuss support agreements.
- 005 Describe procedures for preparation of equipment plans.
- 006 Describe procedures for and use of a mission statement.
- 007 Explain procedures for writing budget justifications.
- 008 Prepare a budget justification.

SUMMARY OF INSTRUCTION: After defining the PPBS cycle, the class discusses the process used to gather information required to make intelligent budget inputs. Alternative funding sources to include support agreements are also discussed. The students receive instructions on how to prepare equipment plans and the importance of keeping them up-to-date. The mission statement and its importance to the budget process are described as a prelude to writing budget justifications. The students receive instruction on how to prepare a good budget justification. As a practical exercise, the students will identify funding goals for their work center and prepare the corresponding justification to support the budget request. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 7 out of 10 questions in Section 3 of Functional Area Exam II (AFIS-VIM-002-006-).

REFERENCES:

DoD Instruction 4000.19, *Interservice and Intragovernmental Support*

DoD Instruction 7045.7, *Implementation of the Planning, Programming, and Budgeting System*

DoD Directive 7045.14, *The Planning, Programming and Budgeting System*

DoD Manual 7110.1M, *Department of Defense Budget Guidance Manual*

INSTRUCTOR/STUDENT RATIO: 1:12 (CL, PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 -VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE:

Equipment/Supply Management in a VI Center

TPFN: AFIS-VIM-002-004-

TPFN HOURS AND TYPE: 2.25 CL

TPFN TOTAL HOURS: 2.25

PREREQUISITE TPFN: AFIS-VIM-002-001- and AFIS-VIM-002-002-

TASK(S):

- 001 Discuss procurement of equipment/supplies.
- 002 Explain role of agencies such as TASA/DRMO.
- 003 Discuss importance of equipment accountability.
- 004 Explain procedures for preparing a Report of Survey.
- 005 Identify basic maintenance management procedures.
- 006 Discuss importance of equipment compatibility.

SUMMARY OF INSTRUCTION: The class discusses how to obtain information to make intelligent purchasing decisions. The role of logistic agencies such as TASA/DRMO/GSA in the procurement process is explained and discussed – along with avenues for obtaining free equipment/supplies. The many facets of equipment accountability and their importance are also discussed, to include procedures for preparation of a Report of Survey. The students will be able to identify basic management procedures, such as in-house and contract repair and equipment life-cycle. Issues of equipment compatibility, within a shop and also with customers, are examined. Students must participate in the discussions to a level that is satisfactory to the instructor and correctly answer 6 out of 8 questions in Section 4 of Functional Area Exam II (AFIS-VIM-002-006-).

REFERENCES:

DoD Instruction 7200.10, *Guidance for Accounting and Reporting of Government Property Lost, Damaged, or Destroyed*

DoD Directive 7200.11, *Liability for Government Property Lost, Damaged, or Destroyed*

DoD Manual 4160.21, *Defense Reutilization and Marketing Manual*

Video for 002-004-002: A0122-94-000002 “What’s TASA?”

T-ASA Web site: <http://tasa2.army.mil/>

DRMS Web site: <http://131.87.1.51/index.html>

Federal Supply Service Web site: <http://www.fss.gsa.gov>

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 -VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE:

Basic Contracting Procedures

TPFN: AFIS-VIM-002-005-

TPFN HOURS AND TYPE: 1.5 CL

TPFN TOTAL HOURS: 1.5

PREREQUISITE TPFN: AFIS-VIM-002-001-, AFIS-VIM-002-003-, and AFIS-VIM-002-004-

TASK(S):

- 001 Explain role of the contracting office.
- 002 Discuss micro-purchase procedures.
- 003 Discuss interaction with vendors.
- 004 Explain procedures for sole-source justification.

SUMMARY OF INSTRUCTION: The students receive instruction on the role of the contracting office in defense procurement. Micro-purchase procedures such as the government credit card program are examined. Vendor interaction is discussed along with the principle of conflict-of-interest. The procedures and requirements for sole-source justification are reviewed. Students must participate in the discussions to a level that is satisfactory to the instructor and must correctly answer 6 out of 8 questions in Section 5 of Functional Area Exam II (AFIS-VIM-002-006-).

REFERENCES:

Federal Acquisition Regulation Part 13, Simplified Acquisition Procedures

Defense Acquisition Regulation

DoD Purchase Card Management Office Web site: <http://purchasecard.sarda.army.mil/>

USAF Internal Procedures for Using the International Merchant Purchase Authorization Card (IMPAC), 28 Apr 97

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 2 -VISUAL INFORMATION RESOURCE MANAGEMENT

UNIT TITLE:

Functional Area Exam II and Critique

TPFN: AFIS-VIM-002-006-

TPFN HOURS AND TYPE: 2 EW

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: AFIS-VIM-002-001- through AFIS-VIM-002-005-

TASK: 001 Complete Functional Area Exam II and Critique.

SUMMARY OF INSTRUCTION: The students will complete and critique a written test covering tasks from TPFN AFIS-VIM-002-001- through AFIS-VIM-002-005-. Students must attain an overall minimum score of 70 percent on the functional area exam in addition to achieving the standard as established for each instructional unit section of the exam.

REFERENCES:

See TPFN AFIS-VIM-002-001- through AFIS-VIM-002-005-

INSTRUCTOR/STUDENT RATIO: 1:12 (EW)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3 - SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE:

Air Force VI Issues

TPFN: AFIS-VIM-003-001-

TPFN HOURS AND TYPE: 8 GL

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

- TASK(S):**
- 001 Receive information on current issues in AF VI.
 - 002 Identify sections of and use of AF Form 833 – *Request for Visual Information Services*.
 - 003 Explain use of manpower documents.
 - 004 Define Armament Delivery Recording (ADR) and its use.
 - 005 Discuss mobility issues in a VI center.
 - 006 Identify components of a Master Training Plan.
 - 007 Discuss importance and elements of cross training interviews.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. The Air Force Visual Information Functional Manager will brief the AF students on current VI issues. The students may ask questions and communicate concerns. After this guest lecture, which is not graded, the students receives instruction on AF specific VI items. AF Form 833 and its use are reviewed. Manpower documents are examined and their uses discussed. Armament Delivery Recording is defined, with the students viewing a sample videotape. The class discusses mobility issues that a VI center may face if tasked to deploy. A Master Training Plan is reviewed and broken down into its various components. The class debates the importance of a cross-training interview and identifies sample questions that may be asked during an interview. The students must participate in the discussions to a level that is satisfactory to the instructor.

REFERENCES:

AFI 33-117, *Visual Information Management*

Guest lecturer will provide reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Air Force students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3 - SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE:

Marine Corps VI Issues

TPFN: AFIS-VIM-003-002-

TPFN HOURS AND TYPE: 8 GL

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001 Receive information on current issues in Marine Corps VI.
002 Explain use of manpower documents.
003 Describe procedures for submitting planning summaries.
004 Describe roles/missions of 4600 OCC field.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. Marine Corps students travel to the Marine Corps VI headquarters in Quantico, Virginia. The students receives briefings on current issues in Marine Corps VI, along with instruction on how to complete and use Marine Corps specific documents and reports. The students must participate in this visit to a level that is acceptable to the Marine Corps VI Functional Manager.

REFERENCES:

MCO P5290.1, *Marine Corps Training and Audiovisual Support Manual*
Guest lecturer will provide other reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Marine Corps students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3 - SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE:

Navy VI Issues

TPFN: AFIS-VIM-003-003-

TPFN HOURS AND TYPE: 8 GL

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001 Receive information on current issues in Navy VI.
- 002 Identify and discuss Tactical Air Reconnaissance Pod System (TARPS).
- 003 Discuss Major Claimants.
- 004 Explain use of manpower documents.
- 005 Explain air crew administration.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. Navy students travel to Naval Media Command headquarters at Anacostia Naval Air Station in Washington, DC. The Navy VI Functional Manager or appointed representative will brief the students on current VI issues. The components of TARPS are identified and discussed. The Navy Major Claimants are identified and discussed. Manpower documents and air crew administration are reviewed. The students must participate in the discussions to a level that is satisfactory to the Navy VI Functional Manager.

REFERENCES:

OPNAVINST 5290.1A, *Naval Imaging Program (NAVIMP) Policy and Responsibilities*
Guest lecturer will provide other reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Navy students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3 - SERVICE SPECIFIC VI MANAGEMENT

UNIT TITLE:

Army VI Issues

TPFN: AFIS-VIM-003-004-

TPFN HOURS AND TYPE: 8 GL

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S):

- 001 Receive information on current issues in Army VI.
- 002 Explain use of manpower documents.
- 003 Explain TADSS (Training Aids Devices, Simulators, and Simulations).
- 004 Understand the Army VI strategy statement.
- 005 Explain Information Management/Information Technology in the Army.
- 006 Identify required VI reports.
- 007 Explain VI career fields for both military and civilian personnel.

SUMMARY OF INSTRUCTION: Separate Service-specific training is provided concurrently. The Army students receive information on current VI issues from the Army VI Functional Manager. The students also receive information on Army VI specific items to include: using manpower documents, TADSS, VI strategy statement, required forms and reports, and an overview of Army VI. Students must participate in the discussions to a level that satisfies the Army VI Functional Manager.

REFERENCES:

AR 25-1, *The Army Information Resources Management Program*
Guest lecturer will provide reference material as desired.

INSTRUCTOR/STUDENT RATIO: 1: All Army students (GL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4 - VISUAL INFORMATION MANAGEMENT IN OPERATION

UNIT TITLE:

Student Presentation

TPFN: AFIS-VIM-004-001-

TPFN HOURS AND TYPE: 8 IR; 2 PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Select topic to present.
- 002 Research topic.
- 003 Create PowerPoint presentation.
- 004 Edit, proof, and rehearse presentation.
- 005 Present briefing.
- 006 Critique exercise.

SUMMARY OF INSTRUCTION: This exercise allows students to prepare and present a PowerPoint presentation concerning visual information issues in a non-threatening environment. Students will use information learned during the course to research and support their presentation. They will be critiqued on the presentation itself, to include spelling and professional appearance. The briefing will be critiqued by the instructor, fellow students, and if available, a senior VI leader from DINFOS, based on the VIMC Presentation Checklist.

REFERENCES:

How to Use Microsoft Office 97: The Complete Visual Solution, Kathy Ivens
Microsoft PowerPoint Tutorial

INSTRUCTOR/STUDENT RATIO: 1:12 (IR, PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 4 - VISUAL INFORMATION MANAGEMENT IN OPERATION

UNIT TITLE:

End-Of-Course Performance Exercise (In-Basket Exercise)

TPFN: AFIS-VIM-004-002-

TPFN HOURS AND TYPE: 2 PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: All previous TPFNs

TASK(S): 001 Analyze and prioritize taskings.
002 Respond to crisis situation.
003 Present debrief.
004 Critique exercise.

SUMMARY OF INSTRUCTION: This exercise simulates a day-in-the-life of a visual information manager. The class is divided into groups of no more than 4 and given a group of tasks. Viewing themselves as the head of the simulated VI center, the group collectively must analyze and prioritize the taskings utilizing the information received during the course. To further simulate reality, the instructor provides numerous “interruptions” and crisis situations that must be dealt with by the group. Each group will then debrief the class on how they prioritized their taskings and handled the crisis situations. The students must participate and interact to a level that is satisfactory to the instructor.

REFERENCES:

See AFIS-VIM-001-001- through AFIS-VIM-004-001-

INSTRUCTOR/STUDENT RATIO: 1:12 (PE)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 5 - COURSE ADMINISTRATION

UNIT TITLE:

Course Administration Activities

TPFN: AFIS-VIM-005-001-

TPFN HOURS AND TYPE: 2 AD

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001 Complete Inprocessing.
002 Complete End-of-Course Critique.
003 Closing Ceremony.
004 Complete Outprocessing.

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES:

DINFOS Policies and Procedures Manual

INSTRUCTOR/STUDENT RATIO: 1:12 (AD)

SAFETY FACTORS: Normal